

EXERCISE

2:

**Enter
Subgrant-
Application**

Save

Updating Applications

Steps 1 and 2 – Under the Manage Applications area on the left of the screen, Click on “Update” link on the left, then find your application and click on the “Update” link on the right under the “Action” column.

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Manage Applications

- Create
- Update**
- Monitor

Blank Applications

- Print

Applications that you have started and have not submitted are listed below. To continue work on an application, please select an action for the corresponding application in the table below. To authorize or revoke access to an application, click on the View Details link under the Authorize/Revoke Access column. To search for an application not listed here, click on the Search button.

Displaying 1-5 of 10

Show 5

Counter Number	Application Title	Applicant Name	Application Type	Authorize/Revoke Access	Action
7183	AMERICAN RED CROSS - 7183	AMERICAN RED CROSS	Pre-Application (RPA)	View Details	Update
7183	GRANDSTAFF - 7183	GRANDSTAFF	Pre-Application (RPA)	View Details	Update
7144	BUILDING 3 REPAIR		Subgrant Application (PW)	View Details	Update
7144	BOSCO - 7144	BOSCO	Pre-Application (RPA)	View Details	Update
7144	7144		Subgrant Application (PW)	View Details	Update

Step 3 – Fill out the application and submit it as described in the “Create Applications” section that was covered earlier in the class

Pre-Application (RPA)

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Application Status

Application **100%** complete

Each section of your application to FEMA is listed below. If any required information is missing from a section its status will be listed as incomplete. You can return to that section of the application by clicking the incomplete link. Once all sections of your Application are complete, you may submit your application.

Application Section	Status
Preparer Information	Complete
Contact Information	Complete
Applicant Information	Complete
General Information	Complete
Damage Categories	Complete
PNP Worksheet	Complete
Comments and Attachments	Complete

[Continue](#)

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SUBGRANTEE User Guide

Steps 4 and 5 – To grant access by another user to one of your applications, go to the homepage and click on the “Update” link on the left hand side to bring up the update screen, then click on the “View Details” link under the “Authorize/Revoke Access” column.

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Manage Applications

- Create
- Update**
- Revoke

Blank Applications

- Print

Applications that you have started and have not submitted are listed below. To continue work on an application, please select an action for the corresponding application in the table below. To authorize or revoke access to an application, click on the View Details link under the Authorize/Revoke Access column. To search for an application not listed here, click on the Search button.

Displaying 1-5 of 10

Show 5 Go Search

Disaster Number	Application Title	Applicant Name	Application Type	Authorize/Revoke Access	Action
7183	AMERICAN RED CROSS - 7183	AMERICAN RED CROSS	Pre-Application (RPA)	View Details	Update
7183	GRANDSTAFF - 7183	GRANDSTAFF	Pre-Application (RPA)	View Details	Update
7144	BUILDING 3 REPAIR		Subgrant Application (PWW)	View Details	Update
7144	BOSCO - 7144	BOSCO	Pre-Application (RPA)	View Details	Update
7144	7144		Subgrant Application (PWW)	View Details	Update

First << Prev Next 5 >> Last 5

Step 6 – Click on the Authorize Access Button.

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Homepage | Edit Profile | Change Password | Logout

Manage Applications

- Create
- Update
- Monitor

Blank Applications

- Print

Authorize/Revoke Access

Application Title: AMERICAN RED CROSS - 7183
Applicant Name: AMERICAN RED CROSS
Application Type: Pre-Application (RPA)

If available, listed below are users that you have granted access to the above application. To authorize access to another user, click on the Authorize Access button below. To update or revoke access from a user, click the appropriate link under the Action column.

No Records Returned.

Show 5 Go

Name	Telephone Number	Status	Date	Action
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First << Prev Next >> Last

Go Back Authorize Access

Step 7 – Enter the name of the user that you want to grant access to, and click on the "Search" Button.

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Homepage | Edit Profile | Change Password | Logout

Manage Applications

- Create
- Update
- Monitor

Blank Applications

- Print

Find Registered Users

Search for a user you want to grant access to your application. Enter the following information and click the Search button to retrieve the users that match your criteria. If no search criteria(ion) have been entered, all available users will be displayed.

First Name	Shelly
Last Name	Subgrantee
Email	
Agency	
Sort by	First Name
Results per page	Show 5

Go Back Search

Step 8 – Select from the users that meet your search criteria, then click on “Authorize Access”

The screenshot shows the 'Search Results' page. At the top, it says 'Logged in as Jill Javdice Last Login 10-23-2007 | Session Expires in 30 mins'. The left sidebar has 'Manage Applications' (Create, Update, Monitor) and 'Blank Applications' (Print). The main content area shows a table of search results. Below the table are buttons for 'Go Back' and 'Authorize Access' (circled in red). The table has columns: Select, First Name, Last Name, Telephone Number, and Agency. The first row shows a radio button, 'Shelly', 'Subgrantee', and 'City of Whatever'.

Search Results

Listed below are users who match your search criteria. To authorize access to a user listed below, select the radio button beside the *First Name* and click the *Authorize Access* button. To search for other users, click the *Go Back* button.

Displaying 1-1 of 1

Show 5 Go Search

Select	First Name	Last Name	Telephone Number	Agency
<input type="radio"/>	Shelly	Subgrantee		City of Whatever

Go Back Authorize Access

Step 9 – Choose which level of access to grant (view/print, create/edit, sign/submit) then click “Save”. Access will then be granted to the application.

The screenshot shows the 'Update Access' page. At the top, it says 'Application Title: AMERICAN RED CROSS - 7183', 'Applicant Name: AMERICAN RED CROSS', and 'Grant Type: Pre-Application (RPA)'. The left sidebar has 'Manage Applications' (Create, Update, Monitor) and 'Blank Applications' (Print). The main content area shows a form for updating access information. The 'Permissions' section has three checkboxes: 'View/Print', 'Create/Edit', and 'Sign/Submit' (circled in red). Below this is a 'Period of Time' field and a 'Unit of Time' dropdown. The 'Justifications' section has a text area. At the bottom are buttons for 'Go Back', 'Save', and 'Save and Continue' (circled in red).

Update Access

Application Title: AMERICAN RED CROSS - 7183
Applicant Name: AMERICAN RED CROSS
Grant Type: Pre-Application (RPA)

You have chosen to modify the following access information. When you are finished, click on the *Save and Continue* button below.

User Information	
Title	
Username	stgrantssgu03
First Name	Shelly
Middle Initial	
Last Name	Subgrantee
Telephone	
Email	christopher.yambor@dhs.gov

Access Information	
*Permissions	<input type="checkbox"/> View/Print <input type="checkbox"/> Create/Edit <input type="checkbox"/> Sign/Submit (Permissions can be View only, View & Create, View & Sign or All)
*Period of Time	<input type="text"/> (e.g. 30)
*Unit of Time	Day(s) (e.g. Days)

Justifications	
(Maximum 4000 characters)	
<input type="text"/>	

Go Back Save Save and Continue